



BDI-2 Data Examiners Manual

BDI-2 Data Manager™

**Guide to Use for the South Dakota Birth-to-Five
Child Outcomes Measurement System**

The Data Manager is a product of
Riverside Publishing
3800 Golf Road, Suite 100 • Rolling
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Phone: 800.323.9540 • Web:
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Introduction and Getting Started

The *Battelle Developmental Inventory™, 2nd Edition*, (BDI-2™) is an early childhood assessment instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

This manual is intended for users of the BDI-2 Data Manager in the South Dakota Birth-to-Five Child Outcomes Measurement System. Data collected will be used to report on Indicator 3 (Part C) and Indicator 7 (Part B) of the State Performance Plan. These indicators relate to outcomes for preschool children with disabilities. South Dakota is required to report on whether preschool children with disabilities are making progress in:

1. Social/emotional skills
2. Skills related to the acquisition and use of knowledge (to include communication and early literacy skills), and
3. The use of appropriate behaviors to meet their needs (adaptive skills).

Each user is assigned a login and password depending on the functions they need to perform and the data they are entitled to access.

Benefits

- New items based on the current best practices in early childhood standards
- Clear, comprehensive norms, sensitive to the rapid development of children
- Clear, comprehensive scripted Interview items with follow-up probes designed to provide complete information of the child's development
- Flexible administration allows for use by a team of professionals
- Expanded range of items in all domains to measure development from birth through 7.11 years
- CD-Rom and Web-based computer scoring options give a wide range of reports from which to choose
- *BDI-2 Spanish* version also available
- Ideal for [universal screening](#) in problem-solving models like [Response to Intervention \(RTI\)](#)

Technical Support

For technical assistance regarding use of the Data Manager, please use the following contact information:

E-mail: rpcsupport@hmpub.com

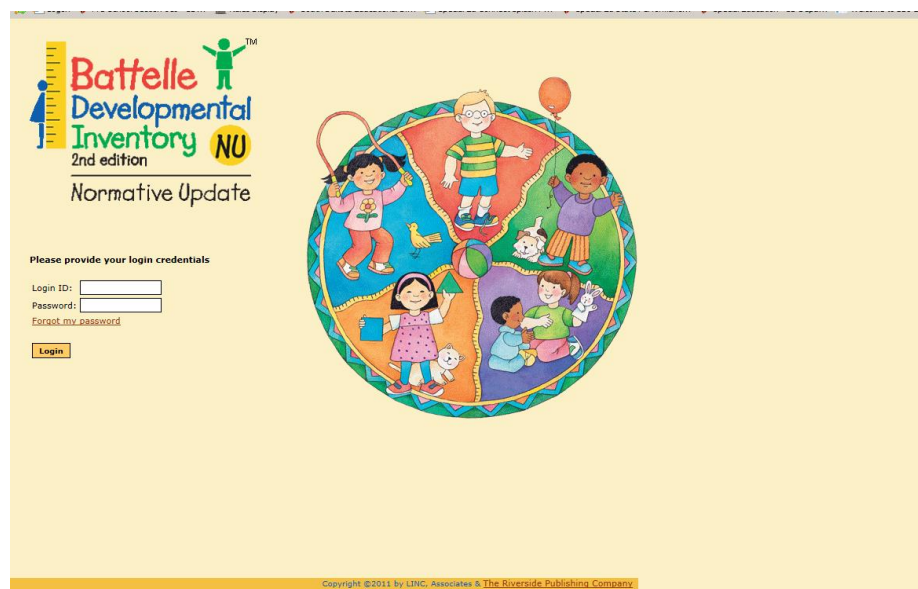
Phone: 800.323.9540 ext 6070

Hours: Monday-Friday 8AM to 6PM CT

Logging on to BDI-2 Data Manager

1. Enter the following link in your internet browser: <http://www.bdi2datamanager.com>
2. Enter your **Login ID**
3. Enter your **Password**
4. Click **Login**

(To receive a login and password, please contact Elizabeth.Jehangiri@state.sd.us)



Searching for child records

Before adding a child record, first search for the child.

1. To locate a child's record, choose **Child Administration → Search Child**.



2. A) To see all children in your district or program, select the top level of the drop-down list in the blue box and click Search. **The ONLY records you will see are children whose assessment data were entered by your district or program.**







OR






- B) Enter information in one or more of the identifying information fields and/or select criteria from the drop-down list.

The image shows the 'Child - Search and Manage' page in the software. The page has a yellow background and a navigation bar at the top with tabs: Home, Hierarchy Organization, Staff Administration, Child Administration (highlighted), Reports, and Import/Export. The main content area contains instructions for searching and managing child records. It includes a 'Note' about search capabilities, a list of actions (Search, Edit, Delete, Undelete, Assessment, Report, Notes, Clear) and their descriptions, and a search form. The search form has fields for 'First Name', 'Last Name', and 'Child ID', and checkboxes for 'Only Unassigned Children' and 'Only Deleted Children'. There are 'Search' and 'Clear' buttons. On the right side, there is a blue box containing a dropdown menu with two options: 'PK01 - All Locations' and 'PK01 - All Children'.

3. If the child exists in the system, you can complete the following activities for that child:

Search Results:

Action Icons: Edit:  Delete:  Undelete:  Assessment:  Report:  Head Start Notes: 

Last Name	First Name	Gender	Child ID	Assigned	School	Birth Date	Actions
Adams	Michelle	Female		N	South Dakota-School	09/04/2003	    

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- Edit a child's identifying information (this can always be updated and/or changed)
- Delete a child's assessment (can undelete the assessment later, if necessary)
- Enter or change **assessment data**
- Create and view a **report**
- Enter test item notes

Special Notes:

1. Level of access permission determines children you can view.

District Permission: Person can view all children assigned or not assigned to a classroom and children in all schools listed under the district.

School Permission: Person can view all children assigned to specific schools.

Classroom/Teacher Permission: Person can view children assigned to a specific classroom/teacher.

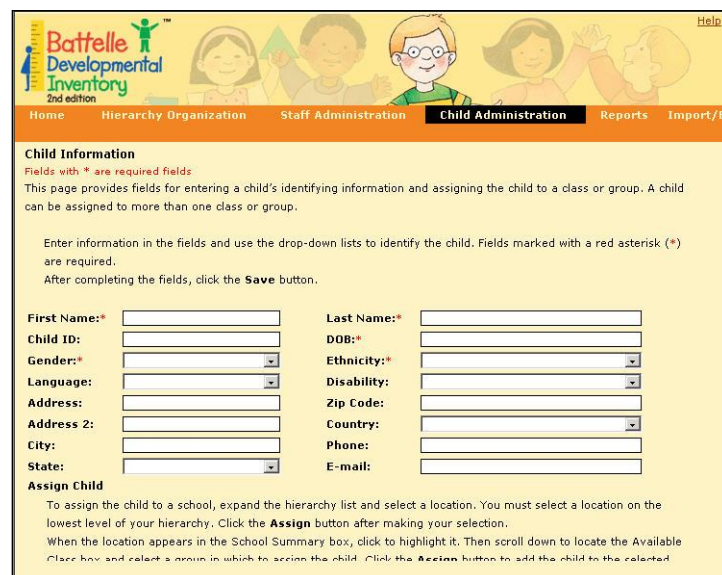
2. If you have entered a child but cannot locate when you do a search, please call Elizabeth Jehangiri (605)773-3678 prior to entering child information in the system again.

Adding child records

1. If a child is not found in the system after conducting a search, add the child's record by choosing **Child Administration** → **Add Child**.



2. Fill in the required information (fields marked with a red asterisk). These include: First name, last name, child ID (SIMs # if available), DOB (must be entered as MM/DD/YYYY), gender, and ethnicity. The child's ethnicity must be entered using the menu provided.



Child Information

Fields with * are required fields

This page provides fields for entering a child's identifying information and assigning the child to a class or group. A child can be assigned to more than one class or group.

Enter information in the fields and use the drop-down lists to identify the child. Fields marked with a red asterisk (*) are required.

After completing the fields, click the **Save** button.

First Name:*	<input type="text"/>	Last Name:*	<input type="text"/>
Child ID:	<input type="text"/>	DOB:*	<input type="text"/>
Gender:*	<input type="text"/>	Ethnicity:*	<input type="text"/>
Language:	<input type="text"/>	Disability:	<input type="text"/>
Address:	<input type="text"/>	Zip Code:	<input type="text"/>
Address 2:	<input type="text"/>	Country:	<input type="text"/>
City:	<input type="text"/>	Phone:	<input type="text"/>
State:	<input type="text"/>	E-mail:	<input type="text"/>

Assign Child

To assign the child to a school, expand the hierarchy list and select a location. You must select a location on the lowest level of your hierarchy. Click the **Assign** button after making your selection.

When the location appears in the School Summary box, click to highlight it. Then scroll down to locate the Available Class box and select a group in which to assign the child. Click the **Assign** button to add the child to the selected

3. Scroll down and select the name of the Local Program or School District to which the child will be assigned. The name will be highlighted. In some cases there may be more than one option to assign.

School*
South Dakota

School Summary:
South Dakota-School

Class/Teacher:
23 23's Inactive
24 24's Inactive
25 25's Inactive
26 26's Inactive
27 27's Inactive

Assigned
State Admin's Elementary Preschool

Buttons: Assign >>, << Unassign, Assign >>, << Unassign

4. Next, Click **Assign**. In a couple of seconds, the name of the Program or District you selected will now show in the **School Summary**.
5. Select the Location until highlighted and Scroll down to the **Class/Teacher**. Click or select the classroom the child will be assigned to.
6. Next, click **Assign**. The group or class you selected will now show in the area entitled **Assigned**. The child is now assigned to this group or class, and a description of the group or class is shown in the area entitled Class/Teacher Summary.

Special note: You must assign each child to an available School and Classroom!

7. Click **Save** to finish or click **Save & Add Another Child** if you want to add another child's record.

home county: xxx:

Family Information:

Family Last Name: Family ID:

Number of Adults: Ethnicity:

Number of Children: Language:

Mother Information:

First Name: Last Name:

DOB: Employment:

Education Level:

Father Information:

First Name: Last Name:

DOB: Employment:

Education Level:

Buttons: Save, Save & Add Another Child, Cancel

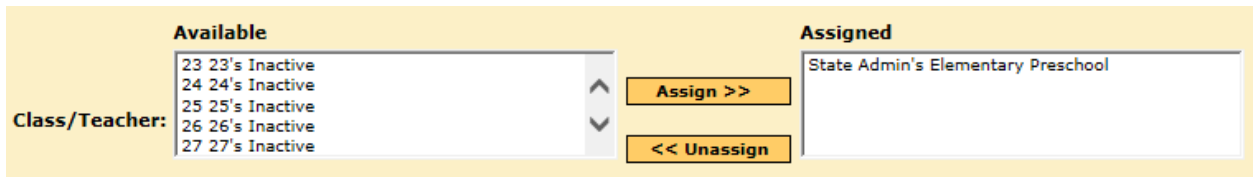
Moving a child to a different classroom or school within the district

1. Search for the child record.
2. Click on the "edit" icon



A horizontal bar containing student information: a checkbox, 'Student185', 'Test185', 'Female', and '09/09/2000'. To the right are five icons: 'EDIT' (highlighted with a yellow arrow), a red 'X', 'TEST', a bar chart, and a document icon.

3. Scroll down to class/teacher, select the classroom child is moving to, then select "assign."




The 'Class/Teacher' section features two columns. The 'Available' column lists: '23 23's Inactive', '24 24's Inactive', '25 25's Inactive', '26 26's Inactive', and '27 27's Inactive'. Between the columns are 'Assign >>' and '<< Unassign' buttons. The 'Assigned' column shows 'State Admin's Elementary Preschool'.

4. Select save at the bottom of the screen.

Special note: If a child has moved into your district from another SD district, please contact Elizabeth.Jehangiri@state.sd.us to have your district added to the child's list of districts.

Adding Assessment Data

After a child's record has been added, assessment data can be entered for the child.
Enter new assessment data for a selected child

1. **To add assessment data to a child's record, first search for the child.**
2. Click the **Assessment** icon () to add assessment data to a child's record.
3. If this is the first assessment on this child, you will receive the message that there are no assessments for the child. If the child has been assessed previously, you will see the date the assessment was administered, along with general information on which subtest data were entered.

Assessment(s) for Thomas Armstrong

Use this page to view a list of assessments administered to a child and to edit or add assessments to a record.

To view only complete assessments, click **Complete Assessment** button. To view only screener assessments, click **Screener** button. To view all the assessments for the child, click **All** button. To view assessments that were deleted from the record, click **Deleted** button.

To add a new assessment to the record, click the **New Complete Assessment** button. To add a new screener to the record, click the **New Screener** button.

To merge assessment information, click the check boxes preceding the assessments you want to combine, and then click the **Merge Selected** button.

Note: You cannot undo a merge after it has been completed.

To delete an assessment from the child's record, click the corresponding **Delete** icon. When the Delete confirmation dialog appears, click **OK** button to remove the assessment from the list.

To undelete an assessment, click the **Undelete** icon. Click **OK** button to reinsert the assessment into the record.

☐ Complete Assessment ☐ Screener ☐ Deleted ☒ All

New Complete Assessment

Actions:



New Screener

There are no assessment(s) for this child

(This child has no assessment data in Data Manager as indicated by the message "There are no assessment(s) for this child" at the bottom). To enter assessment data, select either "**New Complete Assessment**" or "**New Screener**."

4. To continue an assessment that was started previously or view assessment scores, click on the date (under First Date) to open the record.

Merge Selection	First Date	Retest	Norm	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	11/21/2014	-	BDI-2	Complete Assessment	-	-	-	-	-	-	Program Note	

This child has had assessment data entered previously (the Complete Assessment on November 21, 2014). To enter new assessment data, select either **New Complete Assessment** or **New Screener**.

5. Depending on which assessment was administered or is being administered to the child, select either **New Complete Assessment** or **New Screener**. (For this example, **New Complete Assessment** has been selected.) This assessment used the **old norms** so any new complete assessment must be scored using the same norms. If this child had no prior assessments, you would score using the **new norm BDI-2NU**.
6. Select **Item Details or Raw Scores**. This will depend on whether or not you have previously scored the assessment by hand. If you have not scored the assessment by hand you will need to select the item details tab. If you have already scored the assessment by hand you will need to select the raw score tab and manually enter the scores.

7. Select **BDI-2 Norms** OR **BDI-2 NU Norms**. **Note:** If the child was previously tested using the old norms you must continue using the old norms for any new assessments in order to be consistent. But, if this child has had no prior assessments, you would score using the new norm BDI-2NU.

To access Program Note from the Complete Assessment page, click the Program Note button to review/add a free-format or pre-defined Program Note(s).

First Test Date: 11/21/2014
Birthdate: 1/1/2009

Scoring Method: ☐ Raw Scores ☒ Item Details

Norm Type: ☒ BDI-2 Norms ☐ BDI-2 NU Norms

When choosing the normative set for exit assessment, it is best practice to use the same normative set used for entry assessment.

Select Domain ☐ All Test Date Examiner Raw Score Spanish S I/O AE PR SS

Adaptive

8. Click the check boxes to select the administered subdomains or click **All** to select all subdomains.

☐ Raw Scores ☒ Item Details

Test Observations Domain Totals

Select Domain	<input checked="" type="checkbox"/> All	Test Date	Examiner	Raw Score	Spanish S I/O	AE	PR	SS
Adaptive	<input checked="" type="checkbox"/>							
Self-Care	<input checked="" type="checkbox"/>							
Personal Responsibility	<input checked="" type="checkbox"/>							
Personal-Social	<input checked="" type="checkbox"/>							
Adult Interaction	<input checked="" type="checkbox"/>							
Self-Concept and Social Role	<input checked="" type="checkbox"/>							
Communication	<input checked="" type="checkbox"/>							
Receptive Communication	<input checked="" type="checkbox"/>							
Expressive Communication	<input checked="" type="checkbox"/>							
Motor	<input checked="" type="checkbox"/>							
Gross Motor	<input checked="" type="checkbox"/>							
Fine Motor	<input checked="" type="checkbox"/>							
Perceptual Motor	<input checked="" type="checkbox"/>							
Cognitive	<input checked="" type="checkbox"/>							
Attention and Memory	<input checked="" type="checkbox"/>							
Reasoning and Academic Skills	<input checked="" type="checkbox"/>							
Perception and Concepts	<input checked="" type="checkbox"/>							

9. Enter the test date, evaluator and Raw score. Then select "save."

Bayley Developmental Inventory
2nd edition

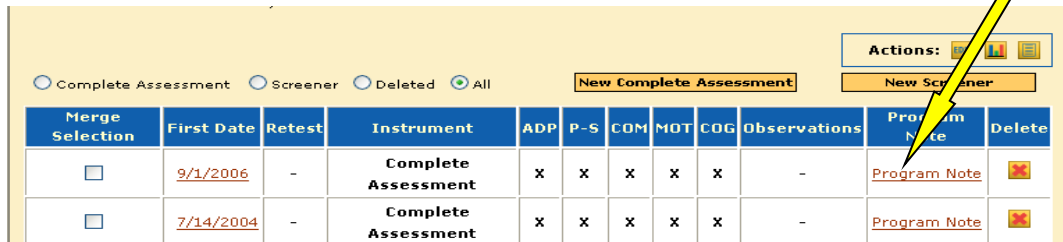
Home Hierarchy Organization Staff Administration **Child Administration** Reports Import/Export

Peer Interaction	<input type="checkbox"/>	9/1/2006	Beth G	20			30	37	9
Self-Concept and Social Role	<input type="checkbox"/>	9/1/2006	Beth G	21			17	<1	2
Communication									
Receptive Communication	<input type="checkbox"/>	9/1/2006	Beth G	14			6	<1	1
Expressive Communication	<input type="checkbox"/>	9/1/2006	Beth G	17			11	<1	1
Motor									
Gross Motor	<input type="checkbox"/>	9/1/2006	Beth G	23			6	<1	1
Fine Motor	<input type="checkbox"/>	9/1/2006	Beth G	21			10	<1	1
Perceptual Motor	<input type="checkbox"/>	9/1/2006	Beth G	12			<24	9	6
Cognitive									
Attention and Memory	<input type="checkbox"/>	9/1/2006	Beth G	11			3	<1	1
Reasoning and Academic Skills	<input type="checkbox"/>	9/1/2006	Beth G	14			28	25	8
Perception and Concepts	<input type="checkbox"/>	9/1/2006	Beth G	12			13	<1	2

Back Save Delete

Entering the Program Note

1. Once the test has been completed you will need to save the information
2. After the assessment has been saved you will need to scroll back down and select the "back" button.
3. Next, select the bottom right tab labeled **"program note"**.



The screenshot shows a web interface for entering assessment data. At the top, there are radio buttons for 'Complete Assessment', 'Screener', 'Deleted', and 'All', with 'All' selected. Below these are buttons for 'New Complete Assessment' and 'New Screener'. The main part of the interface is a table with the following columns: Merge Selection, First Date, Retest, Instrument, ADP, P-S, COM, MOT, COG, Observations, Program Note, and Delete. There are two rows of data in the table, both with 'Complete Assessment' as the instrument. A yellow arrow points to the 'Program Note' column in the first row.

Merge Selection	First Date	Retest	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	9/1/2006	-	Complete Assessment	x	x	x	x	x	-	Program Note	
<input type="checkbox"/>	7/14/2004	-	Complete Assessment	x	x	x	x	x	-	Program Note	

This notifies the state of the district's "purpose of the testing" and helps track data. Districts must enter one of the following BDI-2 program notes for each child.

You may type the wording in program note 1 **or** use the program note 2 dropdown menus.

- **Part C Entry** (child is eligible for b-3 services)
- **Part C Exit** (child is exiting b-3 services and not eligible for 3-5)
- **Transition** (child is aging out of Part C and determined eligible for Part B)
- **Part B Entry** (child is eligible for 3-5 and was not previously in b-3)
- **Part B Exit** (child is exiting the 3-5 program or turning 6)
- **NA** (child not initially determined eligible for Special Education or assessment was given for purposes other than that required by the State Performance Plan)

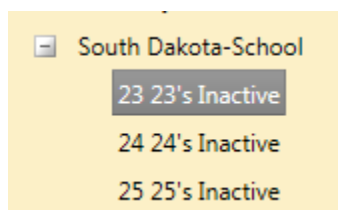
Program notes must be entered exactly as stated above. No additional words or word variations will be accepted.

Merging duplicate child records

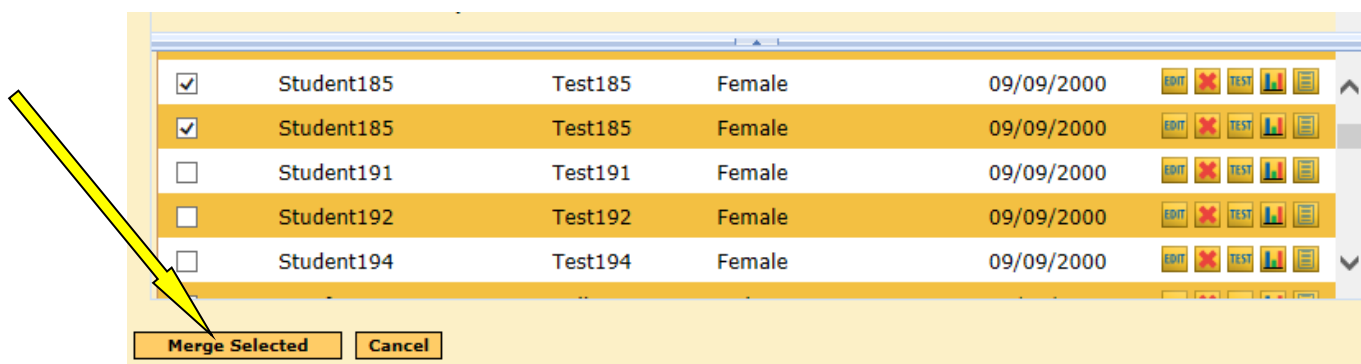
1. To merge a child's record you must go to "View Roster"



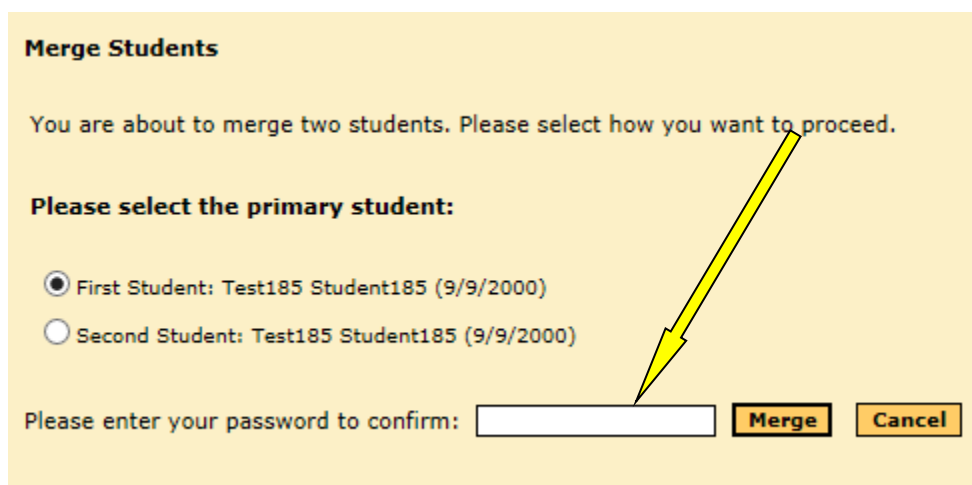
2. Select the classroom that the duplicate child records are in and a list of children in that classroom will appear below.



3. Select the two child records you want to merge (only two can be merged at a time) then select "merge selected."



4. You will be asked to select as the primary. The primary overwrites the secondary child's demographic information. All testing information will remain the same. Once you have chosen the primary you will enter your login password and select "Merge."



Merge Students

You are about to merge two students. Please select how you want to proceed.

Please select the primary student:

☒ First Student: Test185 Student185 (9/9/2000)

☐ Second Student: Test185 Student185 (9/9/2000)

Please enter your password to confirm: **Merge** **Cancel**

Special Note: Date of Birth on both child records must match or the system will not allow a merge.